

# **Town of North Hempstead Business & Tourism**

## **Letter of Intent – Film / Photography**

**Complete the form below if you are interested in pursuing any commercial activities related to photography, film, videotaping or any other electronic media, in the Town of North Hempstead.**

Today's Date: \_\_\_\_\_ Name of Production: \_\_\_\_\_

Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**We need to know the type of shoot you will be undertaking. (If it will be a student or not-for-profit project, you will need to provide proof before filming can begin.)**

Type of shoot:

Photo: \_\_\_\_\_ TV: \_\_\_\_\_ Commercial Video: \_\_\_\_\_ Motion Picture: \_\_\_\_\_

Other (Please Describe): \_\_\_\_\_  
\_\_\_\_\_

### **General Description of project:**

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Do you know where you want to shoot? No \_\_\_\_\_ Yes \_\_\_\_\_

If so, where? (ALL addresses – for filming, basecamp, parking...etc.) If not, tell us what you are looking for so we may provide some suggestions.

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Crew Size (Including Talent, Extras...etc.): \_\_\_\_\_

Dates/Times you will be conducting business in North Hempstead (This includes dates of setup, filming, and set breakdown) :

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Equipment that will be used:

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Types and number of Vehicles:

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Will you need traffic control? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Will you need Police and/or Fire Marshall? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please Explain:

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Please submit to:

Roy J. Smitheimer, Deputy Director, [smitheimer@northhempsteadny.gov](mailto:smitheimer@northhempsteadny.gov), (P): 516-869-7614

North Hempstead Business & Tourism Development Corporation

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BELOW BLANK SPACE FOR INTERNAL USE ONLY: